



Policy: 2003
Procedure: 2003.09
Chapter: Human Resources
Rule: Documentation and
Verification of Employee
Attendance

Effective: 08/08/07
Replaces: 2101.13
Dated: 10/15/93

Purpose:

Arizona Department of Juvenile Corrections (ADJC) employees shall report/confirm actual hours worked, days off, and leave taken. Supervisors shall verify that all time forms reflect accurate calculation and type of leave usage

Rules:

1. An **EMPLOYEE** shall:
 - a. Obtain approval at least 14 work days in advance of a planned absence, including annual leave or the use of compensatory time by completing a Form 2003.09A Leave Request:
 - i. A **SUPERVISOR** shall have discretionary authority to waive all or part of the 14 day notice period;
 - ii. For unplanned absences relating to bereavement, illness, injury, or emergency, an **EMPLOYEE** shall complete a leave request form within three working days after returning to work.
 - b. Be punctual in reporting for work at the time and place designated as assigned by their supervisor;
 - c. Report to work unless on approved leave. A failure to return to duty at the expected shift and day may be considered abandonment of the job position and may result in disciplinary action, up to and including dismissal;
 - d. Follow established office/unit call-in procedures for any absence or unexpected absence due to illness or injury or as soon as medically possible to do so. Eligibility of sick leave is determined in accordance with AAC R2-5-404;
 - e. Not feign illness or injury.
2. An **EMPLOYEE** shall use the attendance codes on the Time Entry Form to denote the type of leave usage and/or provide additional documentation for the timekeeper's records. An **EMPLOYEE** shall:
 - a. Use the pay codes for leave usage that include: vacation taken , sick leave, family sick leave, compensatory leave, bereavement, etc. ;
 - b. Use the pay code for leave earned that includes: compensatory time/overtime, holiday, etc.;
 - c. Attach an approved Form-2101.13B Compensatory/ Overtime, to the Time Entry Form for compensatory time or overtime worked;
 - d. Acknowledge the relationship under the comments section when using "family sick leave" or "bereavement leave"; i.e., spouse, child, parent, etc.;
 - e. Provide a copy of the appropriate documentation verifying the following absences: military orders, jury summons, etc.
3. **SUPERVISORS OR MANAGERS** shall review and sign the Time Entry Form by verifying the accuracy of the information recorded on the form:
 - a. The **EMPLOYEE AND SUPERVISOR** shall document true and accurate entries on all signed Time Entry form(s);
 - b. An **EMPLOYEE** shall not to sign any blank Time Entry form(s); and a **SUPERVISOR** shall not ask an employee to sign a blank Time Entry form;
 - c. **SUPERVISORS** shall complete time form(s) for employees who are unable due to vacation, illness, injury, etc.

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4. **LOCAL DESIGNATED TIMEKEEPERS** shall accurately calculate, add, and total each employee's earned time forms for entry onto the Department of Administration Human Resources Information Solution (HRIS) database.
5. An **EMPLOYEE NOT IN ATTENDANCE** shall sign the next Time Entry Form when in attendance and shall sign all previous (unsigned) Time Entry Forms as presented. The updated Time Entry Forms shall be returned to the local payroll office:
 - a. Employee failure to sign shall a Time Entry Form result in suspension of the employee's pay warrant, unless justification is provided by the first line supervisor; e.g. employees on approved prolonged medical leave, annual leave.
6. In case of correction to any time from the **EMPLOYEE** shall complete a new Time Entry form and submit the correction with a note of explanation to his or her supervisor.

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